

Vendor Application Guidelines

APPLICATION PROCESS

Vendor selection will be based upon Gilbert event needs, types businesses and space available.

If you are accepted, the following information is required for ALL FOOD, RETAIL OR SALES APPLICATIONS and must be SUBMITTED by deadline:

☐ **Insurance Requirements**

- ALL Vendors must provide a Certificate of Insurance naming the Town of Gilbert as an additional insured. The insurance must meet the requirements of \$2,000,000 general aggregate and \$1,000,000 each occurrence. The following address should appear on the certificate: Town of Gilbert, 90 E Civic Center Drive, Gilbert, AZ, 85296. Certificates should be mailed or faxed to (480)503-6204 with the initial vendor application.

☐ **Gilbert Business License #**

- If you're a business selling product based out of Gilbert please supply us with your Gilbert Business License #. If you're a business selling product and your business is located any place other than Gilbert, you will need a One-Day Transient Business License. To obtain a One-Day Transient Business License Application please contact the Development Services Department at (480) 503-6700 or visit the website at <http://www.gilbertaz.gov/eservices/business/>.

ON-SITE REQUIREMENTS

- Vendor spaces **cannot exceed 10'x10'**. Booth spaces requiring more than 10'X10' will incur an oversized space. (See application for cost)
- **Electrical Equipment:** Vendors requesting for the use of electricity must provide their own extension cords. All electrical equipment being used must be examined by the vendor before arriving for set-up. All electrical items, including extension cords, must be in good working condition and safe to use. Electric needs must not exceed 110volts/15amps; **YOU MUST REQUEST ELECTRICAL ACCESS** on your original application, which will be taken into consideration upon application approval.
- All food vendors must apply and be approved for a Temporary Food Service Establishment Permit :

*Maricopa County Environmental Services Department
Environmental Health Division • Special Events Program*

1001 N Central Ave, Suite 300

Phoenix, AZ 85004

Phone (602) 506-6978

Fax (602) 506-6862E-mail: SPECIALEVENTS@MAIL.MARICOPA.GOV

ON-SITE REQUIREMENTS CONTINUED....

- Vendors will abide by EVENT staff requirements regarding set up time and location(s)
- *Load in begins at 8:00 a.m. Booths must be set-up by 9:30 a.m., open by 10:00 a.m. and remain open until 2:45 p.m. on event day. Tear down begins at 3 p.m.* Vendors will be responsible for any damage caused to Town property during the event, set-up and/or tear down. It is the vendor's responsibility to clean their booth space prior to leaving the event.
- Vendors *must claim their assigned booth space* no later than 9:00 a.m. on Saturday or it will be forfeited. All vendors are required to check-in with event staff prior to set up.
- Vendors are responsible for *removing debris* and ensuring the general cleanliness of the area surrounding their booths throughout the event and following its conclusion.
- Vendors will bring tent, tables, chairs, all required equipment and electric cords needed for sales or booth operations.
- Prior to the event, vendors will receive an e-mail that will include important event and parking information. Vendors should contact an event coordinator if the Vendor Packet is not received within a week of the event.

ON-SITE SAFETY & SECURITY

- Applicants shall sell and serve food *at their own risk*.
- Vendors must obey all pertinent safety codes and laws, including, but not limited to, fire, safety and parking regulations
- Canopy tents must be fire retardant. All canopies, tents and other temporary structures must be weighted before you are permitted to open, with the equivalent of 30-pounds per pole minimum.
- Event participants agree to allow use of video and photography taken by Event organizers at the event for promotional purposes. Any photos taken by the event are the property of the Town of Gilbert.
- Trailers will be allowed in designated area only, and may incur an oversized space fee.
- The Town of Gilbert is not responsible for damage, theft, or loss of equipment or display furnishings.
- **Event Cancellation:**
If the event has to be canceled due to bad weather, the Town of Gilbert will notify vendors as soon as possible. It will be the sole discretion of the Town of Gilbert to cancel an event.
- **Building Inspection and Fire Department Requirements:**
Vendors must be in compliance with Town of Gilbert Building and Fire Department regulations. An information sheet stating regulations which pertain to special events will be mailed to vendors prior to the event. Vendors should contact an event coordinator if the information sheet is not received within a week of the event. A Town of Gilbert inspector will be at the event to conduct a building and fire inspection of each vendor booth.